

COMMONWEALTH OF MASSACHUSETTS

Division of Insurance

***INSTRUCTIONS FOR SPECIAL BROKER 2003 RETURN OF BUSINESS
FILING***

1. The enclosed forms, BR-9 and BR-18, are to be completed and filed with this Division within the time frame of January 1, 2004 through January 31, 2004. A check in full payment of the 4% tax due and made payable to the ***Commonwealth of Massachusetts*** must accompany the BR-9 and BR-18 forms.
2. In the event you did not transact any Special Broker business under your license during calendar year 2003, you are nevertheless required to fully complete the enclosed form BR-18 indicating that no business was written and return the form to us by January 31, 2004.
3. All risks for which affidavits have been filed with the Division of Insurance for calendar year 2003 and for which policies of insurance were written must be listed alphabetically by risk on Form BR-9, Special Broker's Insurance Return.
4. Installment premiums collected during calendar year 2003, if any, must also be listed on Form BR-9.
5. Each page of the return must be properly executed by the Special Broker.
A rubber stamp signature is not acceptable; it must be handwritten by licensee.
6. On all forms filed with the Division, the licensee's name, as is stated on his/her license, and Social Security Number or Tax Number, are required to appear below the authorized broker's signature. This a requirement for all Special Broker licensees, whether they are licensed as a corporation, partnership, trade-name or as an individual.
7. Feel free to reproduce locally the enclosed forms.
8. Kindly send all payments and documents to:

*Commonwealth of Massachusetts
Division of Insurance
One South Station
Boston, MA 02110-2208
Attention: Frank Pesco, Surplus Lines Audit Section.*